**<TEC 539> T. Mustain**

**Excel 2007- New Screen Features**

**Screencast- Excel home page**

There are many improvements and changes from Excel 2003 to 2007. When you open the application, even the screen looks different.

Everything is there, it’s just not where it used to be. In an effort to streamline and make functions more intuitive, the developers changed the layout of the screen. Let’s take a quick tour.

First what did not change?

Your blank workbook page still is the middle of your screen, here. The Name Box (for the active cell) and the Formula Box (for entering cell contents) still is above your workbook page. Row labels still are vertical and column labels still are horizontal about the workbook page.

That’s about all that is the same.

The biggest new feature to Excel 07 is the ribbon. This runs horizontally here about the blank workbook page, and all spreadsheet functions are organized according to tabs.

Before we take a look at each tab, let’s examine the Office Button here. Click it.

**Screencast: Office button features**

This is where you’ll find most of your file functions, including new, open, save, save as, print, and close. New features here are accessing Office Live, and preparing your spreadsheet. You can also now save your work as a PDF file, something you couldn’t do in 2003. That comes in handy when you need to share your work with people who don’t have Microsoft Office on their computers.

**Screencast: The Ribbon**

The biggest change to Excel 07 is what developers call “the ribbon.” This runs across the top of your screen, and organizes functions in tabs.

**Tab #1 is the Home Tab.** This is where you’ll do most of your work when entering data into your spreadsheet. Your clipboard is here, your font options here, text alignment here, number formatting here, table styles here, cell options here, and data editing options here.

**Tab #2 is the Insert Tab.**  Options under this tab include adding tables, illustrations, charts, hyperlinks, and text boxes.

**Tab #3 is the Layout Tab.** This is where you select themes, set up your page, scale pages, select sheet options, and arrange elements on your page.

**Tab #4 is the Formulas Tab.** One of the most powerful and sometimes least used features in Excel is the ability to include formulas to handle calculations for numerical data. You can browse the library of formulas (instead of writing them yourself- a real time saver), name your cells, audit your formulas (do they use the right data and do they calculate the way you want?).Finally, you can perform your calculations.

**Tab #5 is the Data Tab.** Options under this tab include getting external data, showing data connections when you have multiple workbook pages in a linked workbook, sorting and filtering data, organizing data tools, and creating outlines of your data.

**Tab #6 is the Review Tab.** After you have entered all of your data, charts, and calculations into your workbook page, you can review it here, including proofing it, adding comments for shared users, and setting up changes when several people will be editing the same page.

**Tab #7 is the View Tab.** Here you can select how you view the page, show or hide elements on the page, zoom in and out, manage windows, and add macros.

As you can see, Excel 2007 is quite different from its predecessor. However, after you learn where functions are located in the application, you will be able to use it with ease to manage data.